



CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD	RELEASE DATE:	Monday, May 4, 2009
POSITION TITLE:	Assistant Director, Public Affairs office	FINAL FILING DATE:	Friday, May 15, 2009
CEA LEVEL:	CEA 1	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 6,173.00 - \$ 7,838.00 / Month	BULLETIN ID:	04292009_5

POSITION DESCRIPTION BACKGROUND

California passed its landmark solid waste management law: the Integrated Waste Management Act of 1989 (AB 939) when California was throwing away 90 percent of its waste and recycling only 10 percent of its trash. The act mandated that California's 450 jurisdictions--cities, counties and regional waste management compacts--implement waste management programs aimed at ambitious marks: a 25 percent diversion rate by 1995 and a 50 percent diversion rate by 2000. In 2005, California diverted 52 percent of its waste stream, a phenomenal national achievement surpassing all others.

The California Integrated Waste Management Board is the State agency designated to oversee, manage, and track California's 92 million tons of waste generated each year. The Board promotes a sustainable environment where these resources are not wasted but can be reused or recycled in partnership with all California. In addition to many innovative programs and incentives, the Board promotes the use of new technologies for the practice of diverting California's resources away from landfills.

The Board provides grants and loans to help California cities, counties, businesses, and organizations meet the State's waste reduction, reuse, and recycling goals. It also provides funds to clean up solid waste disposal sites and codisposal sites (those accepting both hazardous waste substances and nonhazardous waste). These funds are available where the responsible party cannot be identified or is unable or unwilling to pay for a timely remediation and where cleanup is needed to protect public health and safety or the environment.

The Board also develops and promotes alternatives to the illegal disposal of used oil; develops technical standards and permit requirements for waste tire facilities; promotes reuse and recycling of electronic devices, and encourages purchasing of environmentally preferable devices.

Implementing all the Board's programs requires the commitment of all staff and members of the Board. We rely on the talent, creativity, experience, and ingenuity that have brought us this far to continue developing stronger, better, and more effective programs that will move us beyond the 50 percent diversion mandate.

The Board is one of six agencies under the umbrella of the California Environmental Protection Agency (Cal/EPA).

DUTIES/RESPONSIBILITIES

Under the general direction of the Board's Executive Director, the incumbent has full responsibility for directing the Public Affairs Office, advise the Executive Director, Chief Deputy Director, Board Members, Advisors, and division Deputy Directors on matters relating to CIWMB public relations issues. Once given a broad administrative directive, the position will have responsibility for developing the comprehensive statewide policies required to carry out these directives. Implementation and interpretation of these policies will be the incumbent's responsibility. These public relations issues along with the position's input into the development of CIWMB line program policies and programs will result in the position affecting all Board Programs having broad statewide impact.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management;

techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

- Broad and extensive experience in planning, organizing, directing and/or coordinating public outreach programs through major media communications.
- Broad and extensive experience in developing communication strategies and information programs designed to increase participation in effective waste management activities.
- Demonstrated personnel management, leadership skills, flexibility, and sound management practices that demonstrates the ability to plan, organize, and direct multidisciplinary staff and be knowledgeable of appropriate techniques in the areas of selection, training, motivating staff, and discipline; and a manager's role in contributing in the achieving an equal employment opportunity workplace; ability to gain the confidence and support of top level management.

- Ability to analyze complex problems and recommend and/or implement effective course of action, make independent, sound, ethical decision regarding highly sensitive matters and maintain confidentiality using collaborative, evidence-based processes, without jeopardizing the integrity of the Board; and carry out the Board's mission.
- Experience which demonstrates the ability to develop positive cooperative working relationships and interact and communicate effectively both orally and in writing with staff and the public.
- Communication - Attentive to sensitive Board issues. Provides recommendations and seeks guidance from top management in how best to convey the Board's perspective.
- Creativity and Innovation - Applies new ways of thinking, ability to solve problems, create new ideas, and develop new approaches to achieve the Board's mission.
- Credibility and Integrity - Develops new approaches and effective strategies for placement of articles, editorials, and opinion pieces in free media outlets that help to achieve the Board's mission.
- Staff Development - Recognizes that people are the Board's most valuable resource. Can identify and define needs of the Board, attracts appropriate candidates, evaluates, and selects the most qualified for vacant positions. Takes the time to develop and encourage staff to achieve full potential.
- Teamwork - Works cooperatively with all divisions and offices to achieve the Board and CalEPA's missions, goals, and values. Has the ability to enhance his/her own ability and the ability of others to contribute.
- Vision - Understands the context and mission of the Board, both internally and externally. Has an awareness of the Board's critical issues, anticipates and influences future direction. Has the ability to organize for success; understands how to facilitate functional needs and structure to achieve strategic plans.

Knowledge of The Integrated Waste Management Act of 1989 and other laws implemented by the CIWMB; all major media communications; effective news media presentation; Legislative processes and forums; organization and interrelationships of state agencies; program and policy evaluation; design and public policy administration; negotiation and interpersonal communication techniques; role and responsibility of the CIWMB and the waste management industries for which the CIWMB has assigned responsibility, methods of administrative problem solving; personnel management practices; and knowledge of equal employment opportunity and anti-discrimination programs.

Ability to effectively utilize all major communications median, organize and direct the work of multidisciplinary professional staff; formulate and evaluate program polices; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; arrive at sound decisions; manage programs effectively and efficiently; gain the confidence and support of the CIWMB Board Members, Executive Director and Division Chiefs and advise them on a wide range of program matters; develop cooperative working relationships with staff from other divisions and other agencies working on common issues; analyze complex problems and recommend effective courses of action; and prepare and review reports.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Assistant**

Director, Public Affairs office, with the **CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

This examination will consist of a review and screening by an executive screening committee utilizing predetermined evaluation criteria to evaluate the candidate's Statement of Qualifications. Candidates may or may not be scheduled for an interview. Experience indicated may be paid or voluntary in State service, in government settings, or in a private organization. In order to be successful in this examination, a minimum rating of 70 percent must be attained. Each candidate will be notified in writing of their examination results. The results of this examination will be used solely to fill the Assistant Director, Public Affairs Office, CEA Level 1 vacancy. However, the California Integrated Waste Management Board may elect to consider new applicants in addition to those previously screened.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and must not exceed two pages in length. The Statement of Qualifications must be typed with a font no smaller than 10 pitch. **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**

Applications must be submitted by the final filing date to:

CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD, Human Resources Office
1001 I Street, 19th Floor, Office 19-52, P O Box 4025, Sacramento, CA 95812-4025
Jolene DeLany | (916) 341-6097 | jdelany@ciwmb.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>